

**ENGINEERING AND RELATED SERVICES
AUGUST 14, 2013**

**STATE PROJECT NO. 30000552
ROAD TRANSFER PROGRAM MANAGEMENT
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on DOTD Form 24-102 (24-102), "Professional Engineering and Related Services", revised November 2011, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal. One Prime-Consultant** will be selected for this Contract.

Project Manager – Mr. Quang Nguyen

All inquiries concerning this advertisement should be sent in writing to Alan.Dale@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide consulting services that shall consist of providing program management services consistent with the policies and procedures for the Road Transfer Program outlined in EDSM I.1.1.27 and the transfer and exchange of public roads as outlined in EDSM I.1.1.19. This individual's workspace will be located within the DOTD Headquarters.

SCOPE OF SERVICES

The DOTD established the Road Transfer Program compensate parishes and municipalities that accept ownership of certain roads currently owned by the State. Participation is voluntary. The Program consists of initial repairs to the road being transferred, if needed according to its condition and any recommended treatments provided by the DOTD pavement management system and, credit for the present worth of 40 years of estimated maintenance costs which can be applied to the highway capital project(s) of choice as selected by the receiving local government. Additional compensation is provided for highway safety improvements and any bridges and traffic signals that are on the transferred road and will therefore become the responsibility of the receiving local government.

Program Management Services Include;

- Computation of transfer credits based on the present worth of 40-year estimated maintenance costs as specified in the Road Transfer Program Guidelines, accounting reviews, monitoring and reporting. This project may require financial

analysis and tracking assistance to project managers throughout the state which may require some occasional travel.

- Develop or review resolutions and cooperative endeavor agreements for consistency with Department requirements.
- Generate reports including information such as; roadways to be transferred, roadway compensation, entities involved, project status, parish, etc.
- Development of a master program and schedule to be updated at least monthly.
- The master program budget and schedule will roll down project-level information from a variety of sources. The system will include information such as the project's scope, schedule, budget, and percent complete.
- Quarterly and/or annual summary reports may be required.
- Assist DOTD with the further development of the program and guidelines.

Specific actions/outcomes typically required for each road transfer and may require assistance from the Consultant are:

- Compose a form of resolution and a cooperative endeavor agreement for the specific road transfer acceptable to the DOTD for the consideration of the local government that includes an acceptable description of the road(s) to be improved and/or transferred and the stipulated conditions regarding the transfer. Send the form of resolution to the District office to negotiate with the local government and obtain an executed cooperative endeavor agreement and an adopted resolution.
- Review the proposed resolutions and cooperative endeavor agreements either composed by the District or the local government, or adopted and executed by the local government and determine if they are acceptable to the DOTD.
- For the acceptable executed cooperative endeavor agreements with the appended resolutions adopted by the local government, provide them to the Secretary's office to be executed for the Department as a binding agreement between the local government and the state – the agreement required to obtain a project number assigned for any project work required.
- Track the progress of the project work until the conditions of the agreement are met.
- Request the Right of Way Section to execute and record an act of transfer and acceptance according to the agreement by providing copies of the cooperative endeavor agreement and a location map of the road(s) to be transferred to authorize and expedite the transfer process.
- For the preparation of the Revision to the State Highway System authorization, provide to the Data Collection and Analysis Section a summary of all of the real estate transactions as needed, to transfer state route segments to the local government, or temporarily local road segments to the state highway system, and project numbers and the date of the certificate of acceptance for each project on.

Also, the Road Transfer Program report and maps are on the web under Programs and Projects under the Programs part: <http://www.dotd.la.gov/programs/RoadTransfer/>

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

SERVICES TO BE PERFORMED BY DOTD

In addition to any services previously indicated to be performed by the DOTD, the following services and data shall also be provided, if available.

- Road Transfer Program Guidelines (EDSM I.1.1.27)
- Public road transfer and exchange guidelines (EDSM I.1.1.19)
- Infrequent legal reviews of atypical cooperative endeavor agreements executed and resolutions adopted by local governments for acceptability to the Department (Legal)
- Executed and recorded acts of transfer and acceptance for the roads to be transferred to the local government or to the state according to the agreement (Right of Way)
- Negotiations with local governments to execute the cooperative endeavor agreements and adopt the resolutions (Districts)
- Engineering Directive and Standards (EDSM) for the Program

All additional sub-consultants required to perform these services are subject to approval as per RS 48:290.D prior to execution of the supplemental agreement.

CONTRACT TIME

The overall contract time is an estimated **72 months**. The Consultant will proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD, including review time. The delivery schedule for all project deliverables will be established by the Project Manager. The Contract may be terminated earlier under several conditions including by the DOTD giving 30 days notice to the Consultant in writing and paying compensation due for completed work.

COMPENSATION

Compensation for services rendered in connection with this Contract will be based on negotiated work-hours using DOTD established billable rates for the actual work performed and direct expenses incurred, with a maximum limitation amount of **\$2,400,000**.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Design Guidelines
5. DOTD Hydraulics Manual
6. DOTD Standard Specifications for Roads and Bridges
7. Manual of Uniform Traffic Control Devices
8. DOTD Traffic Signal Design Manual
9. National Environmental Policy Act (NEPA)
10. National Electric Safety Code (NESC)
11. National Electric Code (NFPA 70)
12. DOTD Environmental Impact Procedures (Vols. I-III)
13. A Policy on Geometric Design of Highways and Streets (AASHTO)
14. DOTD Construction Contract Administration Manual
15. DOTD Materials Sampling Manual
16. DOTD Bridge Design Manual
17. Consultant Contract Services Manual
18. Geotechnical Engineering Services Document
19. Bridge Inspectors Reference Manual/90
20. DOTD Stage 1 Planning/Environmental Manual of Standard Practice
21. Code of Federal Regulations 29 CFR 1926 (OSHA)

Follow link below for the individual reference links:

<http://webmail.dotd.louisiana.gov/ContWEB.nsf/b88769326453bef886256fe00047183a/18fc2860512aba5886257a62006133b8?OpenDocument>

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one Principal or other Responsible Member of the Prime-Consultant must be a Professional Civil Engineer, registered in the State of Louisiana with five years of experience with financial management, tracking in regards to the funding

of highway projects, highway project development/data management along with five-years of experience in data cost principals/procedures as set forth in 48 Code of Federal Regulations (CFR) 31 of the Federal Acquisition Regulation System (FARS).

Training Certifications/Certifications of Compliance must be submitted with and made part of the Consultants DOTD Form 24-102 for all Personnel Requirements listed herein.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3; **
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; ***
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;*

* Location will be based from Baton Rouge, Louisiana.

** All respondents will receive a 4 in this category.

***The past performance rating of (**other**) will be used for this project.

Complexity Level – Simple

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Alan Dale – Ex officio
2. Quang Nguyen – Project Manager
3. Brian Kendrick
4. Jim Porter
5. Robin Romeo
6. Mark Chenevert

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. Neither the Consultant, nor any other party on behalf of the Consultant, shall contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a "claims-made" basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who failed to meet all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the DOTD Form 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the 24-102, or providing inaccurate information on the 24-102, will be considered non-responsive.

Name(s) of the Consultant/Team listed on the 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The DOTD Form 24-102 will be identified with **State Project No. 30000552**, and will be submitted **prior to 3:00 p.m. CST on Thursday, August 29, 2013**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Mr. Alan Dale, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1401

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.